



## MINUTES

### IT Strategic Planning Committee

<b>DATE</b>	September 7, 2006
<b>TIME</b>	10:00 AM – 12 Noon
<b>LOCATION</b>	State Library and Archives Large Meeting Room
<b>RECORDER</b>	Alisanne Maffei, Strategic Planner

#### ATTENDEES - Revised

<b>Name</b>	<b>Attend</b> ✓	<b>Name</b>	<b>Attend</b> ✓
Andrew Clinger, Department of Administration		Co-Chair – Terry Savage, Department of Information Technology	✓
Administration, Dave McTeer		Education, Keith Rheault	
Grant Reynolds	✓	James Wells	✓
Agriculture, Don Henderson		Governor's Office, Keith Munro	
B&I, Doug Walther		Homeland, Giles Vanderhoof	
Laurie Flynn	✓	Military, Miles Celio	
CNR, Allen Biaggi		Motor Vehicles, Ginny Lewis	✓
Kay Scherer	✓	PEBP, Forrest Thorne	
Corrections, Glen Whorton		Personnel, Jeanne Greene	
Cultural Affairs, Scott Sisco		Public Safety, George Togliatti	
Sara Jones	✓	PK O'Neill	✓
DETR, Terry Johnson		Taxation, Dino Dicianno	
David Haws	✓	Tom Summers	
DHHS, Mike Willden		Stan Gillie	✓
Michael Torvinen	✓	Transportation, Robert Chisel	
DoIT, David Miller, Presenter	✓	Veteran's Service, Tim Tetz	✓
Chris Finnegan	✓	Wildlife, Doug Hunt	
Jack Harris	✓	Bob Haughian	✓
Brian Hunt	✓		
Chris Ipsen	✓		
Alisanne Maffei	✓		

#### CALL TO ORDER

##### I Introduction

- Terry Savage, Department of Information Technology, called the meeting to order. Introductions were performed with meeting attendees.

## **II Review and Approval of the Minutes**

- After review of the August meeting minutes, it was moved and seconded to accept the minutes. The minutes from August 2, 2006 were accepted as presented.

## **III IT Planning**

- Terry Savage provided an update on the Department of Information Technology executive staff changes and interview schedules.
- Dave Miller, acting deputy chief, Department of Information Technology, made a presentation on the TIRs, providing a summary dashboard.

## **IV IT Governance – Discussion**

- The individual agency estimator is now included within IT Impact Statement Template and is to be used by the individual agency to estimate the potential impact possible.

## **V Standards Review**

- The IT Security Personnel Standard was approved with NAC spelling correction.
- The Database Technical Standard approved as modified from the prior meeting using the Critical Business Technology Assessment Program (CBTAP) terminology.
- The Patch and Upgrade Management Standard had no changes and was held over for testing of the impact statement agency estimation module.

## **VI Updates**

- Terry discussed the IT Advisory Board (ITAB) upcoming meeting 9/11 prior to IFC meeting on 9/12.
- Terry indicated the audit subcommittee is meeting on 9/21. Agencies not meeting the 50% completion mark for the disaster recovery plans may submit current status and other plans.
- The monthly Bill Draft Request (BDR) Update was presented to the committee, with updates to be continued.

## **VI Future Issues/New Business - None noted**

## **VII WRAP UP**

- The October meeting of the ITSPC is scheduled for Tuesday, October 3, 2006 from 10:00 AM – 12:00 Noon in the Library and Archives Large Conference Room.

Link for BDR Tracking: <https://www.leg.state.nv.us/74th/BDRList/>

Nevada State Agencies Video Conferencing Contact listing : [http://doit.nv.gov/DoIT\\_Meetings.htm](http://doit.nv.gov/DoIT_Meetings.htm)

Training User [Guide http://infosec.intranet.nv.gov/Security\\_Training.htm](http://infosec.intranet.nv.gov/Security_Training.htm)

Security Awareness Program [http://infosec.nv.gov/Security\\_Services.htm#Awareness](http://infosec.nv.gov/Security_Services.htm#Awareness)

IT Strategic Planning Committee: [http://nitoc.nv.gov/IT\\_StrategicPlan.htm](http://nitoc.nv.gov/IT_StrategicPlan.htm)

Nevada IT Governance Standards [http://nitoc.nv.gov/document\\_index.htm#Operations](http://nitoc.nv.gov/document_index.htm#Operations)

The Critical Business Technology Assessment Program (CBTAP) Tool: <http://doit.nv.gov/cbtap/>

SilverSource updated link: <http://silversource.state.nv.us/>

State of Nevada Vision Statement and Mission Statement, State of Nevada Strategic Plan

[http://budget.state.nv.us/BudgetInst\\_07\\_09/chapters/budget\\_instructions\\_2007\\_2009\\_hq1\\_%20APPENDIX%20A%20-%20NEVADA%20STATE%20STRATEGIC%20PLAN\\_38.pdf](http://budget.state.nv.us/BudgetInst_07_09/chapters/budget_instructions_2007_2009_hq1_%20APPENDIX%20A%20-%20NEVADA%20STATE%20STRATEGIC%20PLAN_38.pdf)

Nevada Communications Steering Committee website: <http://ncsc.nv.gov/>

Terry Savage contact: 684-5801, cell 721-5184, [tsavage@doit.nv.gov](mailto:tsavage@doit.nv.gov)

### ACTION ITEMS

Item No.	Description	Assigned To
1.	Compile inputs for Enterprise and Agency IT Strategic Plan with Directors and Agencies - ongoing	Alisanne Maffei
3.	Draft update for NITOC policy including impact statement	Alisanne Maffei
4.	Update on Digital Certificates and Digital Signatures for Nevada	Alisanne Maffei
5.	Provide listing of IT Accounts	T. Savage/ A. Maffei
6.	Presentation to the committee on IT assessments and trended data	A. Maffei coord
7.	Research other states funding mechanisms for applicability	A. Maffei/S. McGee
8.	Review the highway fund treatment for microwave projects	Alisanne Maffei
9.	IT related BDR's of interest are to be reviewed and tracked	Alisanne Maffei